

I. Meeting was called to order at 8:33 a.m. by Chairman Leo Zipperer.

II. Establish a Quorum – Roll Call

Members present: Leo Zipperer, Richard Virlee, Merrill Runquist, Ken Fisher and John Neinas.

Others present: Administrator Mike Serpe, Corporation Counsel Grant Thomas, Human Resources Director Kelly Hendee, and Admin. Secretary Lori Holtz.

Present for a portion of the meeting: Supervisors Kathy Schultz and Patrick Olson, Finance Director Shirley Scalish, Assistant Finance Director Mark Janiak, Accountant Steve Wipperfurth, County Clerk Jill Lau, Planning Director Mariah Goode, Social Services Director Roger Tepe, Sheriff Terry Vogel, Susan Kohout, Barb Gaul and Pat Miller.

III. Adopt Agenda / Properly Noticed. Motion by Runquist, seconded by Fisher, to adopt the agenda. Motion carried.

IV. Approve Minutes:

Motion by Fisher, seconded by Virlee, to approve the minutes of the May 18, 2010, regular meeting. Motion carried.

V. Communications

- Memo from Susie Kohout complimenting Administrator Serpe on the "white paper" project that he had the department heads tackle. She said she was very impressed by the vast array of services provided to the people of the county. Kohout added that she was particularly impressed by the thoughtfulness and deliberation that clearly went into the white paper preparation by many of the directors and their staffs and added that she hopes the supervisors will use it to inform their decisions as was no doubt intended.
- Mike Serpe told the Committee that he's been asked to be a moderator at the WCA Conference again this year, on a session on budgets.
- The WI DOT will be holding a Local Officials meeting regarding the WI Dept. of Transportation's STH 57 Traffic Operations and Safety Study in Door County from Stone Road to E. Jorns Road / STH 42 (Mid Junction). The meeting will be held on June 29 at 10:00 a.m. at the DC Government Center.

VI. Public Comment

- Patrick Olson spoke re: wanting to see a notice of quorum on committee agendas.

Chairman Zipperer said we are not using a notice since Corporation Counsel recommends against it.

Corporation Counsel Thomas noted this was discussed at last month's Administrative meeting. At that time provided information on this Open Meetings Law Issue. He recommends that, if a committee has a 'hot button' issue and it is anticipated that a quorum of the County Board or another committee will be present, separate meeting notices be given with the broadest possible knowledge of the purpose of each meeting.

VII. New Business

A. County Board

1. Policy 135.5 - Review Committee Involvement

a. Guidelines

Zipperer gave some background on why this was before the Committee. Policy 135.5 was revised at the last County Board meeting to include committee involvement. Now there is a need to determine how far in the process it would be allowed.

Zipperer, Serpe and Hendee had determined that first the HR Director will determine whether an application is timely received, complete, and substantially compliant. Those applications could then be reviewed by the committee chair or their designee. There is a procedural form, but Zipperer said it should be memorialized so the question doesn't come up every time.

Neinas asked if the applications are public record.

Thomas responded that *only the identities* of applicants considered 'final candidates' may be disclosed under Wisconsin's Public Records Law. 'Final candidate' means each applicant who is seriously considered for a position. Whenever there are at 5 or fewer candidates, all are considered 'final candidates'.

Neinas asked where is the check point to know that an applicant has met all standards.

Thomas responded that the Human Resources Department screens submitted applications to determine if the application is complete and meets the minimum qualifications for the position. Only applications that are complete and meet the minimum qualifications will be considered.

Applicants that are not selected are notified by postcard.

The Committee Chair or their designee may see the 'qualifying applications'.

Question raised on Sheriff's Department applications. The Civil Service Commission handles this process with assistance from Human Resources and that's a statutory process.

Hendee provided copies of 'Hiring Procedures', effective May 25, 2010. These procedures are incorporated by reference to Policy 135.5.

b. Compensation

Discussion held on the topic of compensation for supervisors participating in the interview process.

By consensus, the committee determined that review of applications does not qualify for per diem.

Attending the Interview process does qualify for the \$25.00 per diem rate.

B. Administrator

1. FYI: Out of State Travel Request Approved - Dawn Kuelz, Phoenix, AZ, Oct. 23-29, 2010

There will be no cost to the County for the conference.

2. GIS Addressing Specialist

Serpe and Goode explained that it is not necessary to take any action regarding this position, which had been laid over from last month. With the cooperation of Planning, Information Systems and Sanitarian Departments, all the GIS Addressing work has been split among existing employees for a total savings of 1 full time employee. Audrey Forslund from Planning and Tom Haight from Information Systems will assign numbers and handle the intervening steps; Sanitarian Dept. staff will order and install the numbers. All involved have been very cooperative and amenable to the change. Regarding maintenance, Goode indicated that people will have to call if signs are down. Zipperer added that Towns, Highway and Sheriff's Dept. typically receive calls of this nature.

Olson asked why Highway staff couldn't install the numbers.

Serpe responded that the Highway workers are union and Sanitarian are not; and the addressing fits more hand in hand with the function of the Sanitarian's Office.

Runquist asked if we can expect any reclass requests for these changes.

Serpe indicated that there was previous talk that a reclass would be requested for Forslund's position.

3. CGI Communications

Serpe reported on a new project he is working at no cost to the County. CGI Communications is a new premier member of the National Association of Counties (NACo) CGI is offering their video services to counties to produce a series of short videos for the county website.

Serpe showed the committee a sample of the quality of production from the Montgomery County, PA, website.

4. Board of Adjustment Appointments - County Administrator Function / County Board Function

Thomas provided information, i.e., Wisconsin Statutes and recent Attorney General Opinion (included in the packet). The County Administrator has authority to appoint the members of the Board of Adjustment. All such appointments are subject to the confirmation of the County Board.

Serpe said he requested it be taken off the County Board agenda last month after concerns were raised by a member of RPC. It will be re-submitted at the June meeting. Serpe explained that he takes recommendations from department heads and he tries to be fair and unbiased when making appointments. The concern was regarding a member who was not reappointed. However, Serpe noted that we want to have members who are able to attend meetings; attendance is a criteria when making appointments.

C. Corporation Counsel

1. Litigation / Update Regarding Pending Matters

Thomas provided updates on the following matters:

- Benzow Grievance Arbitration - Case has been fully briefed and is now in the hands of the Arbitrator. Thomas does not expect a decision before late-Summer or early-Fall.

- Selvick matter was scheduled to proceed to trial on June 2, but an 11th-hour settlement was reached. The nonconformities are grandfathered-in for current owners only...and must be brought into compliance when they no longer own and occupy the property.
 - In Rem properties: Last date to answer was June 8. One answer was filed. Hearing on default judgment scheduled for July 2. Eleven parcels remain ... County will likely retain one.
 - Thomas will also be a presenter at the annual WCA Convention.
2. 2009 - Wisconsin Act 12
Wisconsin Act 12 - A state-wide workplace smoking ban will take effect July 5. Thomas discussed potential impacts, from an employer and enforcement standpoints. FYI only.

D. County Clerk

1. Project Vote - Voter Competition - Municipality
County Clerk Lau contacted the Brown County Clerk and also spoke with Glen Tilot, original founder of Project Vote. She learned that Project Vote is a non-partisan group that promotes voting / educating public. They also get help from civic groups. Project Vote gives a travelling trophy to the municipality which increases their voter turnout the most since the last similar election.
Lau had several concerns and questions if Door County were to take on this project.
Zipperer asked League members for their thoughts.
Barb Grauel said the League puts on forums and spends a fair amount of time getting people to register to vote. Pat Miller said she would rather see the League's existing work supported.
Lau said it's best for the Clerk not to be involved since it is a partisan office. She noted that she already works with the League and would not be in favor of starting our own project.
Runquist pointed out that every qualifying citizen has a right to vote, and could be a slippery slope if government gets involved. This is not the role of government. Neinas agreed, adding that municipal clerks don't need more complications on Election Day.
Zipperer commended Lau for finding out all the information on the project.
Motion by Fisher, seconded by Runquist, that we no longer look at Project Vote. Motion carried.
2. Replacement of Mail Machines
Lau reported that the Government Center mail machine is 7 years old and has had recent repairs. The life expectancy of the machines is 5-7 years. The machine at the Justice Center is five years old also. She contacted two companies to get an idea of replacement costs. Cost to purchase outright would be \$15,335 and to lease would be \$17,400. Thomas noted that an RFP is not required on this amount.
Motion by Runquist, seconded by Virlee, to budget for leasing replacements for the two machines in the 2011 budget. Motion carried.

The Committee took a 15 minute break at 10:25 a.m.

E. Human Resources

1. Completion of Probationary Period – Mike VanEss, Long Term Care Supervisor - Social Services.
Motion by Fisher, seconded by Neinas, to accept the recommendation of the Social Services Committee and Director Tepe, to approve regular employee status for Mike VanEss as of July 1, 2010. Motion carried.
2. Accept Robert Landeck's letter of retirement
Motion by Virlee, seconded by Runquist, to accept the letter of retirement from Robert Landeck, effective August 4, 2010. Motion carried.
Serpe noted that the request to refill would be coming to the July meeting since Emergency Services Committee did not meet this month.
3. Request to refill Road Patrol – Promotion of Steve DeLarwelle - Sheriff's Department
This request is in response to Jim Grondin's retirement. The committee approved for one refill, and that was filled by Steve DeLarwelle. Now DeLarwelle's Road Patrol position is vacant.
Motion by Runquist, seconded by Fisher, to approve refilling the Road Patrol position as requested. Motion carried.

John Neinas read the following statement into the record: "I want to commend Sheriff Terry Vogel and the Civil Service Commission for their continued success and commitment to filling positions in the Sheriff's Department with residents from Door County and the Door County gene pool. I wish all Department heads would show the same consideration to the Door County citizens and taxpayers."
4. Time and Attendance - Approval for 2011 (*Kelly Hendee, Shirley Scalish, Mike Serpe, Mark Janiak and Steve Wipperfurth present for discussion*)

Hendee explained that the team has met with three different time and attendance vendors to review their products and also researched other counties who have time and attendance in place to inquire about the implementation process and how successful it has been for them. She presented their findings to the Committee for their assessment.

Zipperer added that we are one of the few large employers without a time clock and this is one method to record.

Hendee said this is still in initial stages and they would start with one department at a time. The system, for hourly employees, would be completely maintained in-house. Different options could include logging on to a computer, along with several options such as card swipe, fob, and phone in.

Scalish said they are looking into a program for doing the entire payroll.

Hendee said this system will also provide reports that she can't easily get now.

The system would have security in place. Employees would be allowed to look at their direct deposit; it will get rid of some paperwork. It would allow Supervisors the ability to review and approve on-line.

Hendee would like permission to include this in the 2011 budget. Cost is approx. \$66,354 for the first year, and \$39,774 the second year.

Serpe said the recoupment is estimated at \$125,000 annually.

Wipperfurth added that the system will be able to interface with any financial package.

Janiak added that it may save us cost from not having to buy the payroll package with the financial package.

Motion by Runquist, seconded by Neinas, to proceed with the Time and Attendance proposal and include in the budget for 2011. Motion carried.

5. **FYI: Transfer of Funds - Conference Workshop Expense**

Zipperer explained that the request is after the fact, but falls in line with other that have been funded.

Fisher added that it was discussed and approved at Finance Committee yesterday.

6. **FYI: Personnel Transactions**

VIII. Motion by Fisher, seconded by Runquist, to adjourn into Executive Session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per S.S. 19.85 (1)(c) – (1) Annual Performance Evaluation for Michael Serpe, Administrator.

Motion carried on a roll call vote with all members present voting 'yes'. Time: 11:25 a.m.

IX. Reconvene Into Open Session

Motion by Fisher, seconded by Runquist, to Reconvene into Open Session. Motion carried on a roll call vote with all members present voting 'yes'. Time: 12:25 p.m.

X. Recommendation / Decision Regarding Closed Session Matter(s)

It was the consensus that Serpe was doing a great job. The evaluation will be placed on file.

XI. Vouchers, Claims and Bills

Motion by Fisher, seconded by Zipperer, to approve the vouchers, claims and bills. Motion carried.

XII. Next Meeting Date: Tuesday, July 20, 2010, 8:30 a.m.

XIII. Adjourn

Motion by Fisher, seconded by Virlee, to Adjourn. Motion carried. Time: 12:30 p.m. Recorded by Administrative Assistant Lori Holtz.